



**DEPARTMENT OF ENVIRONMENTAL QUALITY  
POLICY AND PROCEDURES**

**SUBJECT: OUT-OF-STATE TRAVEL**

**Date: September 16, 1996**

**Number: 01-001**

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**ISSUE:**

Travel to other states is at times essential in fulfilling Department responsibilities. Meetings with officials of State and Federal government agencies is an integral part of many of our programs. Participation in training programs and involvement in associations necessitating travel is also important.

Attendance at meetings has a significant cost beyond the actual dollar amount required for fees, travel and meals. There is also an opportunity cost in terms of the time away from work (travel, etc.) that is as much of a concern as the actual money spent.

**DEFINITIONS:**

None

**POLICY:**

- 1) The Department supports out-of-state travel which provides tangible benefits for the Department, and at the same time minimizes the costs incurred. In recognition of this, Department policy regarding out-of-state travel is as follows:
  - a) Attendance at any meeting will be limited to one person, unless concurrent sessions necessitate additional attendance.
  - b) Participation in association workgroups or subcommittees which will necessitate out-of-state travel must be approved by a Deputy Director or Director.
  - c) If any meeting is to be attended by more than one Division, attendance shall be coordinated through the Deputy Director of Operations.
  - d) All Superfund meetings regarding Michigan sites are to be held in Michigan.

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- 2) No employee is to travel out-of-state without having obtained the required approvals in advance of the trip.

**PROCEDURE:**

**Responsibility**

DEQ Employee

**Action**

1. Completes Request for Approval of Out-of-State travel form (EQ-1150E) for each planned out-of-state trip.

2. Forwards completed form to Division Chief no later than ten days prior to scheduled trip, unless it is an emergency (NOTE: Intermediate approvals may be required by the division such as immediate supervisor or section chief).

Division Chief

3. Serves as final approval point for requests meeting Item 1 in the policy criteria.

4. Serves as final approval point for requests involving crossing the border of the State which is incidental to conducting the routine work of the Department (e.g. Remedial Action Plan activities for Areas of Concern, and Lakewide Area Management Plans).

Deputy Director of Operations

5. Serves as final approval point for requests involving travel not conforming to policy criteria.

6. Serves as final approval point for requests involving meetings attended by more than one Division.

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Division Chief/Deputy Director of  
Operations

7. Returns request to employee  
once final decision is made.  
Provides written explanation of all  
disapproved requests.

Approved:



Date:

9/24/96